

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130113-8

REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						DDS/OL/RECD-15
1. TITLE OF REPORT (if a fill-in report include Form No.) Utilization, Retention, and Acquisition of Federal Real Property					2. TYPE OF REPORT	
					<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED 5		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual			6. DISTRIBUTION (No. of components not number of copies) 2	
7. FORMAT (memorandum, form computer print-out, etc) Letter		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Bureau of the Budget Circular No. A-2 dtd 5 Apr '67	
10. PREPARING COMPONENT (include lowest level contributing information to report) Real Estate Branch of RECD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-12.3	7.28		3		21.84	1 21.84
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						21.84
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Report necessary from all agencies accountable for real property.						